
TITLE: Policy on Clothing and Merchandise

POLICY NUMBER: 2003-09

CONTACT: President

EFFECTIVE DATE: October 1, 2003

REVISION DATE: November 2, 2009

APPROVED BY: General Assembly

POLICY ON CLOTHING AND MERCHANDISE

1. PURPOSE AND PREAMBLE

The purpose of this document is to establish policy and procedures regarding the procurement of clothing and merchandise within the ResSoc.

2. INTENDED AUDIENCE

The intended audience for this document is all ResSoc staff involved in the procurement of clothing and merchandise.

3. ENFORCEMENT

In accordance with ResSoc Financial Policy Section 8.03, receipts must be issued whenever a staff member collects funds in their capacity as ResSoc staff. Failure to issue receipts may result in disciplinary action.

4. PRICING

No clothing or merchandise shall be sold by any House Council using the House Budget as a means of subsidizing the price without approval from the Chief Financial Officer

5. OTHER

No merchandise or clothing shall be sold by any officer, staff member, or volunteer of the Society except where the item has been pre-sold and money from the sale has been collected in full prior to placing an order with the supplier. The cost of any unsold merchandise resulting from a violation of this section shall be assessed to the individual who placed the order with the supplier.